



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

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**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, November 8, 2018  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Kevin Graves  
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m. – By Vice-Chair Leete.
  2. Roll Call – All present with the exception of Chair Graves.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 23, 2018 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.  
General Manager Davies – Provided the details regarding Winter Break Closure. There was discussion regarding the Winter Break Closure.
  2. Discussion Regarding Cancellation of Regular Board Meeting on January 2, 2019.  
General Manager Davies – Provided the details regarding the cancellation of the Regular Board meeting on January 2, 2019. The recommendation from the Internal Operations Committee to the Board is to cancel the January 2, 2019 Board meeting.
  3. Discussion Regarding Amending the Personnel Manual.  
General Manager Davies – Provided the details regarding amending the Personnel Manual. There was discussion regarding the amendments to the Personnel Manual. The recommendation from the Internal Operations Committee to the Board is to bring the Personnel Manual to the next Board meeting.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:09 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc 11-12-2018  
<http://www.todb.ca.gov/agendas-minutes>